



CITY OF SEATAC
invites applications for the position of:

Judicial Support Specialist

An Equal Opportunity Employer

SALARY: \$22.01 - \$28.18 Hourly
 \$3,815.07 - \$4,884.53 Monthly
 \$45,780.80 - \$58,614.40 Annually

OPENING DATE: 06/24/16

CLOSING DATE: 07/08/16 11:59 PM

BASIC FUNCTION:

This position is full-time, eligible for overtime, and represented by the AFSME Collective Bargaining Unit.

The City of SeaTac was incorporated in February 1990, and is located approximately midway between the cities of Seattle and Tacoma in the State of Washington. The City has a population of 27,875. SeaTac is a vibrant community, economically strong, environmentally sensitive, and people-oriented. The City boundaries surround the Seattle-Tacoma International Airport, (approximately 3 square miles in area) which is owned and operated by the Port of Seattle.

Under the direction of the Judge and the Court Administrator, this position performs a variety of technical record-keeping and clerical duties in support of the Municipal Court. This position will provide the accurate direction, information, assistance and technical support to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims and state agencies; applies understanding of legal requirements and communicates a wide variety of information in accordance with laws, rules, court policies and procedures and code of conduct guidelines.

REPRESENTATIVE DUTIES:

- Communicate a wide variety of information to all levels of court customers including attorneys, prosecutors, law enforcement agencies, defendants, victims and state agencies regarding court procedures by telephone, email, mail or at the counter. Process all correspondence and legal documents received by the court, identify the issues, research requests, refer to the Judge, responding as appropriate and make all appropriate docket entries. E
- Enter all cases such as criminal citations, traffic citations, parking tickets, code enforcement, and red light enforcement into the Judicial Information System (JIS) which requires verifying personal identification information. Update JIS with information such as hearings held, dispositions, sentence

conditions, warrants, no contact orders, domestic violence orders, anti-harassment orders and probation entries. *E*

- Schedule hearings including arraignment, pre-trial, readiness, trial, sentencing/reviews, mitigation, contested, show cause and motions within jurisdictional time frames. Prepare court calendars and notify any parties related to case by subpoena or summons. Process continuance requests and notify all parties involved. Schedule and coordinate interpreters for non-English speaking defendants, victims and witnesses. *E*

- Maintain the financial records for the municipal court, including money receipted for infractions and violations, bail and time payments. Create accounts receivable, set payment schedules and monitor and apply payments in accordance with court procedures and jurisdiction. Collect, docket, receipt and balance money received by the court. Balance cash drawer at the end of the day. Take appropriate action on delinquent accounts in accordance with court procedure, and order and send collection statements. Work with contracted collection agencies to assign or remove accounts as appropriate. Make account corrections or adjustments when ordered by the court. Prepare bank deposits. Generate related reports. *E*

- Prepare, coordinate and process Domestic Violence Protection and Anti-Harassment orders, verifying information and preparing proper paperwork for Judge. Enter order into appropriate information systems and provide order to appropriate agencies to ensure service and enforcement. Notify Domestic Violence Advocate. *E*

- Prepare courtroom. Order, email, print, load, and prepare courtroom calendars, including provision of dockets, driving abstracts, case histories and other documentation as appropriate. Serve as court clerk and perform Bailiff duties during court proceedings. While court is in session, record and document all proceedings, mark exhibits, assist and accommodate jurors, provide assistance to Judge to ensure efficient court operations, and process all forms, orders, correspondence, and motions, ensuring all necessary signatures are obtained. Act as liaison between Judge and the attorneys, defendants, and others in the courtroom. Maintain case flow and protocol of courtroom while assisting the Judge, attorneys, defendants and the public without delaying judicial process. *E*

- Track criminal case files ensuring timely compliance with all court orders. Review criminal history information for new violations, review reports for compliance, schedule review hearings for non-compliance or when requested by the court, send notices and prepare calendars. Refer cases to Judge and/or probation as appropriate. Track correspondence and make all appropriate docket entries. *E*

- Research and identify defendant's in-custody status and jail location. Prioritize and prepare daily in-custody calendar; process, file, and docket and correspondence and paperwork, ensuring accuracy. Set timely hearings, coordinate in-custody transports and notify all parties involved. Track custody of prisoners awaiting hearings. Maintain, track, and process jail commitments and releases in a timely manner. *E*

- Maintain warrant control, failure to appear control, and control of orders prohibiting contact, and other prohibitive orders (such as SOAP, SODA) including properly processing orders, issuance, recall, adjudication, preparation for service, return of service, and purging as required, and communicate with law enforcement agencies as required. Report conviction data in accordance with mandated reporting requirements to appropriate state and local agencies for administrative action. *E*
- Assist in the scheduling and coordination of jury trials. Select, qualify, send summon, track attendance and hours served by Jurors and calculate expenditures. Process witness fees and juror payments. Direct and accommodate jurors. *E*
- Screen all incoming correspondence and handle routine matters. Process correspondence, research issues, refer to the Judge as appropriate. Review outgoing correspondence for accuracy. Prepare various correspondence and official documents, including Judge's rulings for notification by mail or electronic means. *E*
- Develop and maintain extensive filing and record keeping systems. Ensure that files and all relevant materials are available for cases as required. Review documents and ensure that proper signatures are obtained and that documents are distributed to the proper offices or persons. *E*
- Process purchase requisitions and orders as needed. Maintain adequate inventories of office supplies. Determine and order office supplies and equipment according to established guidelines. *E*
- Operate a variety of office equipment including desktop computer, fax, scanner, calculator, copier, recording equipment and credit card machine. *E*
- Provide backup coverage to other Judicial Support Specialists as needed. Train staff on desk procedures as rotations occur. Update desk procedure manuals as changes in statute and court practices occur. *E*
- May provide staff support and administrative assistance to City committees as assigned.
- Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the Court and the City.
- Perform related duties as assigned.

E denotes an essential function of the job.

REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from High School or equivalent
- Two (2) years of increasingly responsible clerical experience with an emphasis on customer service

DESIRED QUALIFICATIONS

- (JIS) software preferred
- One (1) year of Municipal Court or Legal experience which includes knowledge of Judicial Information System
- Knowledge of MS-Excel and MS-Word preferred
- Foreign Language skills preferred

KNOWLEDGE, SKILLS AND ABILITIES:**KNOWLEDGE OF:**

- Statewide case management system
- Washington State Court rules applicable to municipal court
- Basic practices and terminology found in a court/legal setting
- Record-keeping techniques. Alpha and numeric filing systems
- Correct usage of grammar, spelling, punctuation and vocabulary
- Courtroom policies, procedures and practices.
- Criminal justice system
- Prosecutorial, police and jail functions and procedures as they relate to court functions
- Effective interpersonal skills using tact, patience, courtesy and professionalism
- Court recording systems
- Legal forms, documents and terminology
- City, County and State laws ordinances, regulations and procedures
- Basic accounting principles and practices of accounting, cashiering and financial record keeping

SKILL IN:

- Providing excellent customer service
- Establishing and maintaining effective working relationships with judges, attorneys, legal related agencies, and the public
- Handling sensitive matters with integrity and confidentiality
- Communicating effectively both orally and in writing
- Applying and explaining policies, procedures, rules and regulations
- Independently making sound decisions in accordance with established guidelines
- Conflict Management and maintaining professional composure while interacting with emotionally distraught, irate and combative individuals. Recognizing potential danger and taking appropriate action to ensure safety and security
- Understanding and working within the scope of authority

LICENSES AND OTHER REQUIREMENTS:

- Oath of Confidentiality with the State of Washington Administrative Office of the Courts
- Valid Washington State Driver's License

WORKING CONDITIONS:**ENVIRONMENT:**

Work is performed in an office or courtroom environment with extensive time spent at a desktop computer. The nature of the work has frequent interruptions.

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; occasional moderate lifting up to 20 pounds and more with assistance; seeing to review court documents; hearing and speaking to exchange information.

HAZARDS:

May be subject to dealing with hostile or irate customers requiring the use of conflict management skills. The nature of the work may cause noisy office conditions.

HOW TO APPLY:

Individuals interested in this position are encouraged to complete the following:

- an online application
- respond to the supplemental questions
- submit a resume
- cover letter addressing how you meet or exceed the required education and experience

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.seatac.wa.us>

Job #06-242016-2
JUDICIAL SUPPORT SPECIALIST
MW

OUR OFFICE IS LOCATED AT:

4800 South 188th Street

SeaTac, WA 98188

Job Line: (206) 973-4655, Fax: (206) 973-4809, TDD: (206)
973-4808

Equal Opportunity Employer

Judicial Support Specialist Supplemental Questionnaire

- * 1. This position requires a high school diploma or equivalent. Tell me how you meet this qualification.
- * 2. This position requires two years of increasingly responsible clerical experience with an emphasis on customer service. Tell me how you meet this qualification.

- * 3. One year of Municipal Court or legal experience, which includes knowledge of the Judicial Information System is preferred. Tell me how you meet this qualification.
- * 4. This position requires knowledge of the criminal justice system. Tell me how you meet this qualification.
- * 5. This position requires knowledge of the statewide case management system. Tell me how you meet this qualification.
- * 6. Do you certify that all of the information you provided in your application is correct?
☐Yes ☐No

* Required Question